



August 14, 2013

Item No. 4

**AUTHORIZATION TO ENTER INTO A CONTRACT WITH  
INTERNATIONAL SCHOLARSHIP AND TUITION SERVICES, INC.  
TO PROVIDE POST-SECONDARY SCHOLARSHIPS FOR  
CHA COLLEGE-BOUND YOUTH AND ADULTS**

**To the Honorable Board of Commissioners:**

**RECOMMENDATION**

It is recommended that the Board of Commissioners authorize the Chief Executive Officer ("CEO") or his designee to enter into a contract with International Scholarship and Tuition Services, Inc. ("ISTS") to administer and manage a post-secondary scholarship program for CHA college-bound youth and adults ("Scholarship Program") for a one-year base period, with three one-year options in a not-to-exceed amount of \$235,000 for the base period, which includes \$200,000 in scholarship awards and \$35,000 for program administration. The Scholarship Program will provide between 75 and 100 scholarships to CHA youth and adults in increments of up to \$5,000.

The Executive Vice President ("EVP") of Resident Services, the Office of the General Counsel and the Department of Procurement and Contracts have completed all necessary due diligence to support the submission of this initiative and recommend the approval of this item accordingly.

**CORPORATE GOAL**

The proposed program supports CHA's corporate goal of expanding services to more residents, providing targeted services to residents at critical milestones in their lives.

**FUNDING:** CHA General Fund

**SOLICITATION SUMMARY**

**Vendor:**

International Scholarship and Tuition Services, Inc.  
1321 Murfreesboro Road, Suite 800  
Nashville TN, 37217

**Contract Type:** Professional Services

**Base Contract Amount:** \$235,000

**Base Contract Period:** One-Year Base Term

**Option Period:** 3 One-Year Options

**Publication(s):** Chicago Sun Times, Chicago Defender, Extra, BuySpeed, CHA website

**No. of Vendors Solicited:** 35

**Number of Pick-Ups:** 17

**Solicitation Release Date:** May 30, 2013

**Dates Advertised:** 5/30, 5/31 &  
6/5/2013

**Addendum:** June 12, 2013

**Pre-Bid/Proposal Date:** 6/8/2013

**Solicitation Due Date:** 7/2/2013

**Notification to Assist Agencies:** 66

**Respondents:** 1

**Compliance Information**

M/W/DBE Participation: 100% WBE

Section 3 Hiring: 0 (vendor does not have a need to hire)

Section 3 Subcontracting: Waiver approved

Section 3 Other Economic Opportunities: 1.5% of contract award to the Section 3 Fund

**GENERAL BACKGROUND**

CHA's Resident Services Division is charged with supporting youth and adults on the path to self-sufficiency. Post-secondary education is usually a key step on that path. Resident Services is seeking approval to enter into a contract with ISTS to fund the administration and disbursement of up to \$200,000 in scholarship awards.

ISTS will manage all aspects of the Scholarship Program, including collaboration with CHA to develop eligibility requirements, selection criteria and scoring procedures for both merit and need based scholarship awards. ISTS will develop the application, develop and implement a marketing plan to target CHA residents, and administer an online application system that allows for online application submittal, review and scoring. The Selection committee will include representatives from CHA. Once recipients are selected, ISTS will distribute the awards to the college/university or directly to the student as appropriate.

The Board action recommended in this item complies in all material respects with all applicable Chicago Housing Authority board policies and all applicable federal (HUD) procurement laws.

The EVP of Resident Services concurs with the recommendation to enter into a contract with ISTS to provide administration of post-secondary scholarships for CHA college-bound youth and adults.

The CEO/President recommends the approval to enter into a contract with International Scholarship and Tuition Services, Inc. to administer and manage the Scholarship Program for CHA college-bound youth and adults for a one-year base period, with three one-year options in a not-to-exceed amount of \$235,000 for the base term, which includes \$200,000 in scholarship awards and \$35,000 for program administration. The program will award between 75 and 100 scholarships to CHA youth and adults in increments of up to \$5,000.

**RESOLUTION NO. 2013-CHA-61**

**WHEREAS,** the Board of Commissioners has reviewed the Board Letter dated August 14, 2013 entitled "AUTHORIZATION TO ENTER INTO A CONTRACT WITH INTERNATIONAL SCHOLARSHIP AND TUITION SERVICES, INC. TO PROVIDE POST-SECONDARY SCHOLARSHIPS FOR CHA COLLEGE-BOUND YOUTH AND ADULTS";

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT** the Board of Commissioners authorizes the Chief Executive Officer or his designee to enter into a contract with International Scholarship and Tuition Services, Inc. to administer and manage CHA's post-secondary scholarship program for a one-year base period, with three one-year options in a not-to-exceed amount of \$235,000 for the base term, which includes \$200,000 in scholarship awards and \$35,000 for program administration.

This award is subject to the Contractor's compliance with the CHA's MBE/WBE/DBE, Section 3 resident hiring, and insurance requirements.



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